



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
FPO AE 09622-1000

NAVSUPPACT NAPLES INST 11101.11B CH-2
N05

22 NOV 2004

NAVSUPPACT NAPLES INSTRUCTION 11101.11B CHANGE TRANSMITTAL 2

From: Commanding Officer, U.S. Naval Support Activity, Naples,
Italy

Subj: ELIGIBILITY, APPLICATION, ASSIGNMENT, AND TERMINATION OF
MILITARY FAMILY HOUSING (MFH)

Encl: (1) Revised page 2 of enclosure (2)

1. Purpose. To promulgate Change 2 to U.S. Naval Support
Activity, (NAVSUPPACT) Naples Instruction 11101.11B of
24 January 2003.

2. Action. Remove page 2 enclosure (2) of the basic
instruction and insert enclosure (1) of this change transmittal.


D. J. FREDERICK

Distribution:
NAVSUPPACT NAPLES INST 5216.4X
Lists I through V



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NAVSUPPACT NAPLES INST 11101.11B CH-1
N05

29 AUG 2003

NAVSUPPACT NAPLES INSTRUCTION 11101.11B CHANGE TRANSMITTAL 1

From: Commanding Officer, U. S. Naval Support Activity, Naples,
Italy

Subj: ELIGIBILITY, APPLICATION, ASSIGNMENT, AND TERMINATION OF
MILITARY FAMILY HOUSING (MFH)

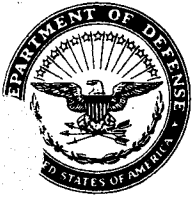
Encl: (1) Revised enclosure (1)

1. Purpose. To promulgate Change 1 to U.S. Naval Support
Activity, Naples, Instruction 11101.11B of 24 January 2003.

2. Action. Remove enclosure (1) of the basic instruction and
insert enclosure (1) of this change transmittal.


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Ch-1 of 29 Aug 03
Ch-2 of 22 Nov 02

NAVSUPPACT NAPLES INST 11101.11B
N05

24 JAN 2003

NAVSUPPACT NAPLES INSTRUCTION 11101.11B

From: Commanding Officer, U.S. Naval Support Activity, Naples,
Italy

Subj: ELIGIBILITY, APPLICATION, ASSIGNMENT, AND TERMINATION OF
MILITARY FAMILY HOUSING (MFH)

Ref: (a) OPNAVINST 11101.13J
(b) NAVFAC P-930 Navy Family Housing Manual
(c) COMFAIRMEDINST 7210.1F

Encl: (1) Eligibility Criteria
(2) Assignment Policy
(3) Waiting List Policy
(4) Termination Policy

1. Purpose. To establish and issue local housing policy and procedures specific to the Naples and Gaeta area. To implement references (a) through (c) and NAVSUPPACT Naples Notice 7210 (current edition). Where there are differences in policy and procedures between references (a) and (b), this instruction takes precedence.

2. Cancellation. NAVSUPPACT NAPLES INST 11101.11A.

3. Scope. The eligibility, application, and assignment of MFH in Naples and Gaeta are governed by references (a) and (b) and are applicable to all U. S. military personnel, regardless of branch of service.

4. Background. Per reference (a), the Commanding Officer, U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, is designated as the Housing Authority (HA) for all MFH in the Naples and Gaeta area and, as such, is charged with the administration of all family housing assets.

5. Discussion. Leased family quarters are available in various developments in the Naples and Gaeta area. Enclosures (1) through (4) provide local policy designed to ensure equitable assignment and optimum use of these assets.

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6. Changes or Additions. Recommended changes or additions to this instruction should be submitted to the Housing Director, NAVSUPPACT Naples.
7. Exceptions to Policy. All requests for exception to policy must be initiated by the service member and addressed to the Commanding Officer, NAVSUPPACT Naples, via his/her commanding officer, for decision. Exception to policy requests in Gaeta will be addressed to the Commanding Officer, NAVSUPPACT Gaeta, for decision.
8. Action. Service members in the Naples and Gaeta area who want to reside in MFH and the staff of the Housing Welcome Centers will be guided by the policy and procedures contained in this instruction.



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NAVSUPPACT NAPLES INST 5216.4W
Lists I through V

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ELIGIBILITY CRITERIA

General Eligibility

1. In the Naples area, all U. S. military personnel, pay grades E1 to O5 with accompanying family members, are eligible to apply for Military Family Housing (MFH). Proof of command sponsorship is required.
2. In the Gaeta area, all U. S. military personnel, pay grades E1 to E9 with accompanying family members, are eligible to apply for MFH. Proof of command sponsorship or dependent entry approval is required.
3. Officers in pay grade O6 with accompanying family members, who are not eligible for billet quarters, are not eligible to occupy MFH.
4. Single service members who are pregnant and assigned to the Naples or Gaeta area may apply for MFH with certification from the U.S. Naval Hospital, Naples, Italy. Placement is on the two-bedroom waiting list, and the control date is the date of confirmation of pregnancy. Assignment will be made during the last trimester of pregnancy, pending availability of units.
5. Service members married to service members, with one stationed in Gaeta and one stationed in Naples, will be assigned to only one MFH unit. The member with physical custody of dependents is eligible for assignment.
6. Civilian personnel are not eligible to occupy MFH.

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ASSIGNMENT POLICY

GENERAL POLICY

1. If the Military Family Housing (MFH) occupancy rate falls below 95 percent, direct assignment goes into effect. This policy is established to maintain maximum use of MFH.
2. All assignments to MFH are made based on family composition. This instruction establishes policy to assign based on the following:
 - a. Service members are eligible for one bedroom per child.
 - b. E7-E9 personnel are eligible for a minimum of three bedrooms.
 - c. O1-O4 personnel are eligible for a minimum of three bedrooms.
 - d. O5 personnel are eligible for a minimum of four bedrooms
 - e. Officer quarters are available in the Naples area only.
3. All newly arriving service members must report to the assignment counselors at the Housing Welcome Center (HWC) immediately upon arrival. Available MFH options are discussed, and all personnel are given the opportunity to be placed on a waiting list for assignment. While waiting for assignment to quarters, the member is required to reside in temporary lodging. If government quarters are not available for occupancy within 60 days of arrival, the member must use the showing service at the HWC to locate a home in the local community.
4. Personnel residing in the local community are eligible to move into MFH after a period of four months, as dictated in the private lease contracts. During this period, the member will not lose his/her position on the waiting list.
5. Service members stationed in Gaeta may apply for assignment to MFH in Naples with the approval of their commanding officer. Approval must be received within the first 30 days of arrival at Gaeta to use the detaching date from the previous command as the control date. Those who receive command approval after the first 30 days are placed on the waiting list with the date of approval used as the control date.

Enclosure (2)

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6. All exceptions to the policy must be submitted in writing from the service member, via sailor's Commanding Officer, to the Commanding Officer, NAVSUPPACT Naples. Gaeta requests for exception are addressed to the Commanding Officer, NAVSUPPACT Gaeta.

7. Any special requirements for priority assignment to MFH as a result of medical conditions must be documented by a physician, and endorsed by the Commanding Officer, U.S. Navy Hospital, Naples, and the service member's commanding officer. The request must indicate why there is a requirement for priority assignment, and appropriate documentation must be included. If priority assignment is approved, the family will be placed immediately below the freeze zone (as defined in reference (a)) on the appropriate waiting list. Medical requirements should be coordinated through the sponsor program and addressed to the HWC prior to arrival of the service member.

8. Request to relocate from one MFH unit to another are addressed only as an exception to policy. Requests must be documented by extenuating circumstances, and be endorsed by the applicant's commanding officer. All requests will be approved/disapproved by the Housing Authority. Approved relocations will be at the member's expense.

a. Requests to relocate due to pet requirements will not be authorized.

b. Requests to relocate due to personal preferences of units or location will not be authorized.

9. MFH residents with documentation for an increase in bedroom requirements are placed on the appropriate waiting list. The control date is the date the documentation is provided to the HWC. Assignment is made when the member moves to the top of the waiting list. The relocation will be at member's expense.

DIRECT ASSIGNMENT POLICY

1. The direct assignment policy is implemented when the occupancy rate for MFH drops below the 95 percent level. Occupancy levels for direct assignment are based on the bedroom eligibility criteria for the military member.

2. The direct assignment policy requires newly arriving personnel to be assigned to MFH immediately upon arrival.

Enclosure (1)

(Basic Inst)

Enclosure (2)

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3. The direct assignment policy is applicable to the following personnel with dependents:

a. Naples Area: All newly arriving enlisted personnel and all officers O4 and below are directly assigned. Officers at the rank of O5 have the option to reside in the local community or accept direct assignment to MFH.

b. Gaeta Area: All newly arriving E1 through E4 personnel will be directly assigned.

4. Sponsors of arriving personnel must coordinate with the HWC prior to arrival to determine if direct assignment is in effect.

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WAITING LIST POLICY

1. All eligible service members are encouraged to apply for MFH, even if they intend to reside on the local economy. This provides service members with a favorable option should they change their mind. Waiting lists are established as follows:

a. Applicants must designate their location preference and place their name on only one waiting list. Separate waiting lists are maintained for the Gricignano support site and government parcos. If the applicant wants to reside in a government parco, he/she may designate a preference for location. When vacancies occur, applicants who requested a specific parco are not offered housing at other locations.

b. The following waiting lists are available:

- (1) W1-O4 Three Bedrooms - Gricignano support site
- (2) W1-O5 Four Bedrooms - Gricignano support site
- (3) O5 Four Bedrooms - Gricignano support site townhouse
- (4) E1-E9 Four Bedrooms - Gricignano support site
- (5) E1-E9 Four Bedrooms - government parco
- (6) E1-E9 Three Bedrooms - Gricignano support site
- (7) E1-E9 Three Bedrooms - government parco
- (8) E1-E6 Two Bedrooms - Gricignano support site
- (9) E1-E6 Two Bedrooms - government parco

2. Gaeta waiting list. Applicants in Gaeta may place their names on only one waiting list as follows:

- a. E1-E6 Two Bedrooms
- b. E1-E9 Three Bedrooms

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3. General Policy

a. Application for housing will be made by completing a DD Form 1746, Application for Assignment to Housing, or the local Naples/Gaeta Housing Application.

b. All advance applications remain in a pending status until the service member reports to the Housing Welcome Center (HWC). Service members must check in with the HWC within two working days of arrival to establish eligibility for Temporary Lodging Allowance (TLA).

c. Applicants have one opportunity to transfer from one waiting list to another, and the original control date is retained. Requests must be in writing from the applicant to the assignment counselor and retained in the housing application file.

d. Applicants who sign a lease for community housing while awaiting assignment to MFH are required to fulfill the initial four-month term of the lease, as dictated by the contract, prior to accepting MFH. During this period, applicants are deferred and do not lose their position on the waiting list.

e. Personnel currently residing in MFH may place their names on a waiting list to relocate to another unit only if there is a documented increase in family requirements or a promotion from enlisted to officer.

f. Applicants are allowed to decline one offer of quarters without penalty. If the applicant elects to remain on the waiting list, he/she will be offered a second set of quarters. Declination of a second offer places the applicant at the bottom of the waiting list with a new control date. The control date is the date of the second declination of MFH. Declination of a MFH assignment must be in writing and retained with the application for housing.

g. Applicants unable to accept quarters because they are awaiting arrival of family members remain on the waiting list without penalty. When the applicant reaches the top of the waiting list, he/she may be offered quarters three days prior to the arrival of family members. Travel documents must be provided in advance.

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h. Applicants who are assigned to the USS LA SALLE or COMSIXTHFLT in Gaeta are required to provide a power of attorney (POA) for their spouse to accept/decline housing during deployments. Failure to provide a POA will result in the member being deferred until return to port.

i. The HWC will make every reasonable attempt (maximum of three attempts in a 48-hour period) to contact the applicant when quarters become available. If the HWC is unable to contact the applicant, the applicant is bypassed and the available housing is offered to the next member on the waiting list. Documentation of the attempted contact is retained with the application for housing.

j. Applicants are allowed two working days from the time of offer to accept or decline the offer. Failure of applicants to notify HWC of acceptance of quarters is considered a declination of MFH.

k. Service members who have relocated from government quarters to the local economy may place their names on a waiting list to return to government quarters. The control date is the date of application, and relocation is at the expense of the service member.

l. Waiting lists are available for review at the HWC, as well as on the NAVSUPPACT Naples and Gaeta websites.

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TERMINATION OF HOUSING ASSIGNMENT

1. Residents of Military Family Housing (MFH) are permitted to relocate to the local economy after a minimum residency period of six months. Relocation is at the service member's expense (the government is not authorized to pay this relocation allowance). Quarters must be returned to the Housing Welcome Center (HWC) in original condition, ready for occupancy by the next resident.

2. Extensions

a. Requests for extension of MFH must be initiated by the service member and sent via his/her commanding officer to the Housing Director. Service members must provide a plan of action to allow for completion of housing transactions. Extensions may be authorized under the following conditions:

(1) Temporary Duty Under Instruction (TEM DUINS) for a period of less than 20 weeks.

(2) Completion of DoDDS school year, not to exceed 60 days.

b. To receive approval, a command sponsorship letter must be provided to the MFH 30 days prior to the transfer, covering dependents after the service member is transferred as a result of Permanent Change of Station or TEM DUINS orders.

c. Requests for extension for reasons other than TEM DUINS or completion of the DoDDS school year require justification for the request, as well as endorsement by command.

3. Early return of dependents requires termination of quarters 30 days following the return of dependents. It is the service member's responsibility to notify the HWC 30 days in advance and to relocate to the Bachelor Enlisted Quarters or obtain a lease on the local economy.

4. Family separations in excess of 90 days require termination of MFH.

5. Families who are enrolled in the Fleet and Family Support Center (FFSC) Family Advocacy Program are permitted to retain MFH while undergoing counseling. Termination of the counseling

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program requires termination of MFH. The service member must provide the HWC with documentation from the FFSC.

6. Drug Use. The local Housing Authority has established a zero tolerance policy for illicit drug use by service members, dependents, or guests. Any documented abuse of this policy may result in immediate termination of entitlement to MFH.

7. Evictions. A member who is evicted from MFH is not authorized to reapply for government quarters during the tour of duty. If the member receives new PCS orders to the Naples or Gaeta area, eligibility to reapply for MFH will be reviewed by the local Housing Authority.

8. Debts. All service members are required to satisfy all debts for damages to MFH or government appliances, furniture, or equipment prior to checkout from their local command. The HWC will not endorse checkout until proof of payment is provided.

9. Temporary Lodging Allowance (TLA). All service members vacating MFH are eligible for six days of departure TLA. Final checkout date must be coordinated with HWC to ensure no more than six days of TLA are required prior to departure.